

SECRET

REPORTS INVENTORY						CONTROL NO. DDS/OF-108	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) <div style="text-align: center;">Advance Staffing Plan</div>						2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING</div></div>	
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/>	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED <div style="text-align: center;">2</div>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <div style="text-align: center;">Annually</div>			6. DISTRIBUTION (No. of components not number of copies) <div style="text-align: center;">2</div>		
7. FORMAT (memorandum, form computer print-out, etc.) <div style="text-align: center;">Form</div>		8. ADP PROCESSING <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</div><div>IF YES GIVE ADP PROCESSING NO.</div></div>			9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="text-align: center;">O/Personnel</div>		
10. PREPARING COMPONENT (include lowest level contributing information to report) <div style="text-align: center;">OF/SS</div>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-10	\$ 5.75	1		\$ 5.75	1		\$ 5.75
GS-13	9.94	1/2		4.97	1		4.97
GS-15	12.84	1/4		3.21	1		3.21
		1 3/4		\$13.93			\$13.93
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR						\$ 13.93	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. O/Personnel requires projection of recruitment requirements from O/Finance each FY to determine amount of recruitment to be done by recruiters as well as CT program.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE</div><div><input checked="" type="checkbox"/> OTHER (explain) to be determined by O/Pers</div></div>						ESTIMATED SAVINGS <div style="display: flex; justify-content: space-between;"><div>MAN-HOURS</div><div>DOLLARS</div></div>	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION

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